



## CAREER OPPORTUNITIES

### LOOKING FOR A FULL TIME EXPERIENCED MESSENGER ON CONTRACT BASIS

You shall be completing all tasks and duties normally assigned to a Messenger

#### Tasks and duties will include:

- ❖ Carrying out routine check in the building;
- ❖ Collecting mail from the post office and recording same in a register;
- ❖ Collecting mail from the Departments and recording same in a register;
- ❖ Mail received from the Branches to be recorded in a register;
- ❖ The mails received to be distributed to the addressees and confirmation of receipt obtained
- ❖ Collect papers/stationery items from inside the office premise and load same in the car for distribution of same at their destination.
- ❖ Filing of office papers / documents
- ❖ Going to the Attorney's Office/Registrar Office/NTA, etc..
- ❖ Carrying out routine check of the vehicle if required to drive office car.

#### To successfully secure this opportunity, you must

- Have at least studied up to school certificate level or a lower qualification may be considered on merits.
- Have at least 2 years experience as a driver
- Have a valid driving license
- Be reliable, punctual and self-motivated
- Have a great attitude and strong work ethic
- Be capable and confident in your ability

If you would like to seize this great opportunity, please send your resume and cover letter to the Administration Department, Bank of Baroda, Port-Louis mentioning on the envelope "Application for the Post of Messenger".

Your application should reach us latest by **15<sup>th</sup> August 2022**

Bank reserves the right to accept or reject any of the application without giving any reason whatsoever.

#### MANAGEMENT

Dated: **01<sup>st</sup> Aug 2022**

**For detail visit our website <https://www.bankofbaroda-mu.com>**

